

JOB DESCRIPTION

Anti-Racism Policy Analyst

Justice Research and Policy

SUMMARY: The role of the Analyst is to provide technical support to the Justice Research and Policy Department and to the Executive Council member responsible for the Justice and Policing portfolio. Key duties are to operationalize and deliver the Anti-Racism and Anti-Hate Grant Program for NAN. This project will include hosting engagement meetings with key stakeholders internally and externally. This project will also raise public awareness of the issues of racism and hate, participate in Technical Table discussions, and gather community feedback. The Analyst will also be responsible for researching systemic racism and how discriminatory legislative and policy measures impact NAN First Nations. Project activities will gather information for the creation of an Indigenous-focused Anti-Racism Strategy. This position is until March 31, 2024, with the possibility of extension, subject to funding.

DUTIES:

- Research, review, monitor and analyze current provincial legislation and policies that impact members of Nishnawbe Aski Nation (NAN).
- Work with other NAN departments for interdepartmental collaboration on identifying and addressing issues of systemic racism and hate.
- Assist in planning, preparing, and hosting engagements with key stakeholders to identify priority issues and considerations for the development of an Ontario anti-racism strategy.
- Conduct research into reports and publications related to relevant justice issues identified in inquiries, inquests, and studies.
- Assist in the planning and coordination of meetings, workshops, and conferences identified in the department's strategic plans and mandates.
- Prepare correspondence, memos, briefing notes, presentations, position papers, and reports as required.
- Coordinate projects and work in collaboration with relevant consultants, including supporting NAN First Nations and affiliated organizations that require project support.
- Participate in meetings at local, regional, or national levels as required.
- Travel to NAN First Nations and urban centres as required.
- Establish and maintain effective working relationships with NAN First Nations and organizations, government partners, and agencies to help achieve organization goals.
- Maintain an effective and organized filing system to store organization information.
- Abide by all NAN approved policies and procedures.
- Ensure department work is conducted in an appropriate and culturally relevant manner sensitive to the customs, traditions, and practices of the NAN First Nations.
- Performs other duties and responsibilities as required.

CROSS TRAINING: N/A

OTHER JOB REQUIREMENTS: A criminal records check will be required for this position.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education: Post-secondary degree or diploma in a law, social justice, sociology, political science, or related field.

Credentials: N/A

Experience: A minimum of three years of related experience is required. Professional or personal experience within the justice system is an asset.

Knowledge:

- Knowledge of First Nation issues, challenges, and delivery models.
- Ability to speak a NAN First Nation language is an asset.
- Knowledge of NAN First Nation communities and cultural practices is an asset.

Effort: This position may require lifting objects in and around office and loading of materials off-site.

Working Conditions: This position may require extensive travel in all types of aircraft and work after-hours as required.

Responsibilities:

Abide by all NAN approved policies and procedures.

ACCOUNTABILITY:

The Anti-Racism Policy Analyst is under the supervision of the Director of Justice Research and Policy with overall accountability to the Chief Administrative Officer for performance.

LOCATION OF WORK: Thunder Bay, Ontario

PORTFOLIO: Justice and Policing

CREATED /LAST UPDATED: May 2023